

Exhibit 12-3
Shelter Plus Care (S+C) Program

6509.2 REV-5

Guide for Review of S+C Clients			
Name of Grantee:			
Staff Consulted:			
Name(s) of Reviewer(s)		Date	

NOTE: All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the grantee's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding.**"

Instructions: This Exhibit is designed to monitor the S+C grantee's compliance with client eligibility, in terms of their homelessness upon entry and their disability. It is also designed to assess whether S+C-funded projects are serving target populations and if clients are participating in assisted projects, to the extent possible. The sampling guidance in Section 12-3 of the introduction to this Chapter is to be followed in answering Exhibit questions. Request a listing of project clients (current and past), including their entry dates, from the selected projects. Choose randomly from this list and then request the selected client files to complete your review (name, case file number, apartment number, etc. may be used to identify clients). This file information, combined with interviews of grantee/sub-recipient staff, will determine your responses to the Exhibit questions. This same sample of client files can be used for to complete Exhibit 12-2, "Guide for Review of S+C Housing."

Questions:

1.

Do the client files reviewed adequately document that the individuals or families were homeless prior to entry? [24 CFR 582.5 and the S+C Desk Guide, "Eligible Participants"]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: <div style="height: 80px; border: 1px solid black;"></div>	

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2.

a. Do the client files reviewed adequately document the homeless individuals' disabilities? [24 CFR 582.5 and the S+C Desk Guide, "Disabilities"]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: <div style="height: 80px; border: 1px solid black;"></div>	

b. For the projects reviewed, are clients coming from the target population (e.g., serious mental illness, chronic substance abuse problems, AIDS and related diseases)? [24 CFR 582.5]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: <div style="height: 100px; border: 1px solid black;"></div>	

c. For the projects reviewed in "a" above, are the clients served the ones identified in the approved grant agreement? [24 CFR 582.405]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: <div style="height: 100px; border: 1px solid black;"></div>	

3.

For each of the projects reviewed, is there at least one homeless person or formerly homeless person participating on the Board of Directors or other equivalent policy-making entity? [24 CFR 582.300(a)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: <div style="height: 100px; border: 1px solid black;"></div>	